



Login to PittPAY at payments.pitt.edu to view and manage your student account. **Students and their Authorized Users will be notified twice before each due date if there is a balance due on the student account.** Monitor the Account Summary and Account Activity tabs in PittPAY to see your account balance and due date.

▶ Announcements

Login to PittPAY from the Student Payment Center website and check the **Announcements**, which are updated frequently to keep you informed about time-sensitive items that help you remain in good financial standing.

▶ eRefunds

Choose the “Manage eRefunds” Quick Link to enroll in eRefunds. This allows us to send money TO you when a credit balance exists on your account. This can happen when payments and financial aid exceed the amount you owe, or if you change your registration, housing, or meal plan. **Refunding is automatic each weekday, so set this up today!** You can designate any personal U.S. checking or savings account your family feels is appropriate. Without eRefunds, your refunds are mailed by paper check to your “home” address, which may not be where you live now, and take much longer to reach you.

▶ Manage Authorized Users

Select the “Manage Authorized Users” Quick Link in PittPAY to create or update your Authorized Users. We can only discuss your account with the individuals you establish. You can have as many as you like. Each one will receive due date notifications, can access your account, and make online payments to your account. One of your Authorized Users can enroll in a PittPAY Payment Plan on your behalf. Once you set them up, Authorized Users login to PittPAY from their own login button on the Student Payment Center’s website at payments.pitt.edu.

▶ eRefunds for Parent PLUS Borrowers

When a Parent PLUS Loan applies to the student account and creates a credit balance, it will be refunded to the parent or the student depending on the selection the parent made on the PLUS application. If your parent elected to have the credit balance sent to themselves, ask them to set up **their own eRefund profile** in PittPAY from the “Manage eRefunds” Quick Link. To do this correctly, the parent must be logged into PittPAY as an Authorized User from payments.pitt.edu.

▶ PittPAY Payment Plans (optional)

Select the “Payment Plans” tab in PittPAY to see your payment plan offers. You or an Authorized User can enroll in a plan if you want to pay your account in monthly installments instead of one lump sum. On the 5th of each month, payments are automatically deducted from the personal U.S. checking account or credit card you designate. The last installment of each payment plan occurs before the term ends so the earlier you sign up, the more installments you will receive. **Enrollment in a payment plan is optional and is not automatic; you must enroll in a plan for each term that you wish to participate.**

▶ Payment in Full by the Due Date

If you choose not to enroll in a payment plan, your account balance will be due according to Due Date Schedule at payments.pitt.edu. Once you have charges to pay, choose a payment method from the Make Payment tab. Pay by eCheck from a personal U.S. checking account for no fee. An additional 2.75% non-refundable convenience fee is charged for each payment you make by debit or credit card.